



UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF FLORIDA

NOTICE OF ENTRY OF ADMINISTRATIVE ORDERS 04-3 and 04-4 on February 10, 2004

Administrative Order 04-3, **“Order Clarifying Copy and Service Requirements in Chapter 13 Cases”** directs chapter 13 debtors and other parties to comply with copy, service and deadline requirements, including the requirement that three copies of petitions, schedules, statements, lists, plans and disclosure of compensation documents be submitted to the clerk’s office at the same time the original documents are filed.

Administrative Order 04-4, **“Guidelines for Filing Corporate Ownership Statements”** sets forth the requirements for submitting these statements pursuant to new Bankruptcy Rules 1007(a)(1) and 7007.1 and provides for adversary plaintiffs to indicate filing status in the local form “Adversary Cover Sheet” which was revised effective 12/1/03. Local form adversary proceeding summonses have also been revised to advise of this requirement. Failure to timely submit the required statement will result in a deficiency notice being issued.

Copies of AO 04-3 and AO 04-4 and revised local form adversary cover sheet and adversary summonses are available at all clerk’s office locations and on the court’s web site

www.flsb.uscourts.gov